

WETCC Council of Trustees

Regular Meeting Minutes

11/18/2016

9:00 a.m.

WETCC Mitigomizh Conference Room

- I. **Roll call:** Dean, Joan, Nicole, Mike **Others present:** Tracy, Lorna (recorder)
- II. **Call to Order:** Dean called the meeting to order at 9:15 a.m.; a quorum was present.
- III. **Approval of agenda:** Request to add to agenda by Mike: *Native American Faculty position qualifications on job announcement. Tracy explained the scope has been changed already. At Red Lake and Leech Lake they are not requiring a master's degree. Mike would like Tracy to check with them more. Agreed, it did not need to be added to the agenda. Tracy shared a report that was presented at the last meeting. The current job announcement was reviewed. Mike would like a review done of the applicants that have been screened out – that was done on the last report. Motion by Nicole to approve the agenda. Mike asked if AIHEC could be added to the agenda – discussion added. Tracy will review budget and get back to the board. Second by Mike. Agenda approved.*
- IV. **Public Comments:** none
- V. **Action Items:**
 - a) **Board Business-Expired Seat Terms:** Working off agenda, waiting for candidate. Discussed expired terms – both Nicole and Mike have expired terms right now. Nicole is actually filling in interim to fill Tracy's term. Dean said he is in favor of simply reappointing both members who are interested in staying on. Bylaws were reviewed for process of filling expired terms. *Motion made by Nicole and second by Joan to reappoint Mike; all in favor, motion approved. (Mike abstained). Motion made by Joan and second by Mike to reappoint Nicole – all in favor – approved. (Nicole abstained.)*
 - b) **Executive Session:** Merlin Deegan joined the meeting. *Motion made by Joan to enter executive session; Second by Nicole. All in favor, approved. Council entered Executive Session at 9:39. Regular session resumed at 9:51. Motion by Joan to appoint Merlin Deegan, Sr. to COT. Second by Nicole. All in favor, motion approved.*
 - c) **Board Business-Election of Officers:** *Election of officers tabled until all members are present. Tracy asked if in the future the Secretary could perform duties of letters and minutes. Currently staff has been doing these duties, but we do not have it in anyone's position description.*
 - d) **Board Business-Board Self-Assessment:** Discussion held on whether to do it today or not. In the last meeting, it was suggested to do this as a group and then review. *Everyone agreed to fill it out and send it to Patty by November 28th.*
 - e) **Board Business-Board Code of Conduct:** Policy was reviewed at last meeting. Updates were made and presented today. Motion made by Nicole, second by Joan to

approve the new Code of Conduct. All in favor; motion carried – each member should complete the form.

- f) **Board Business-HLC Checks and Balances (Conflict of Interest Policy):** Conflict of Interest Policy was previously approved by the Board. Dean suggested this be signed annually by all members. A signature form will be developed for everyone to sign.
- g) **Approval of Meeting Minutes:** *Motion by Nicole, seconded by Mike to approve the minutes of October 24th meeting. All in favor, motion carried.*
- h) **Approval of Finance Office Report-Tracy Clark:** Kami submitted a narrative to accompany the financial report. Tracy discussed the doubtful account allowance. Kami's report described the account. *Motion by Joan, seconded by Nicole to approve the accounting adjustment. Mike asked if it ever gets written off or zeroed out on the books? Nicole asked if we could sell the debt? Tracy asked if the questions could be deferred until Kami is present. All in favor, motion carried.*
Motion by Nicole, seconded by Joan to approve the financial report. All in favor, motion carried. Note: The narrative was very helpful.
- i) **Large Expenditures:**
 - i. **Kiksapa Consulting \$25,653.00-***Motion by Joan to approve, seconded by Nicole, all in favor. Approved.*
 - ii. **Building Insurance Billing #770 \$6801.90-** *Motion by Joan, seconded by Nicole, all in favor. Approved.*
 - iii. **CAMS Training (no action)**
 - iv. **(Break for 5 minutes)**
- j) **Contracts: N/A**
- k) **Approval of President's Report/Monthly Department updates:** We are currently up-to-date on our required reports. HLC report was interim due to monitoring required. Knowing these come due, we are putting new practices in place to be prepared as they come due. Many institutions follow an academic year that coincides with fiscal year. We could discuss this in the future. Tracy will review with Kami and bring it back to the board. Mike asked about the other buildings. We are waiting for the Tribe to decide if they want to use the one and then we can finish planning. Rent will help cover expenses, also realize savings with heating and utilities. Upcoming graduates: Tracy will get numbers. The board expressed their appreciation for the reports, it is very helpful to receive good information. *Motion by Joan, seconded by Nicole to approve the monthly reports. All in favor, motion carried*
- l) **Policy Changes/Approvals:**
 - i. **Five Year Tuition Plan:** Tuition was increased by \$29 increase this past year. Plan prepared for gradual increases over the next four years. Will result in 49% increase. Steps taken every other year to minimize impact on students in a two-year program. The plan, if approved, will be shared with students. The increases impact the financial aid formula so students will be eligible for more

in the future. Student counts are usually completed at census time (after drop/add date). Plans are also including increasing enrollment and census for improved overall retention and graduation. Work Study dollars were decreased this year, but should increase again next year. *Peggie reported on the tuition rates; FDL-\$158.90, LL- \$154.00 (includes RL). WETCC is the lowest in the State. Motion by Nicole, seconded by Mike to approve the Five Year Tuition Plan. All in favor, motion carried.*

- ii. **Strategic Enrollment Management Plan-Reviewed.**
- iii. **Marketing Plan-Reviewed.**
- iv. **Development Plan-Reviewed.**
- g) **Grants: N/A**
- h) **Signatures needed:** Mileage sheets, 10/24/16 meeting minutes, and Building Insurance billing PR were signed and collected by Tracy.

VI. Discussion Items:

- a) **GISS Letter:** RE: Student Success Board activities suggested-just a reminder for all of us to remember.
- b) **HLC Report:** Available for board to review.
- c) **Board Training:** *Consensus to table until Sue is present.*
- d) **Anishinaabeg Today:** Michael reported the Anishinaabeg Today has agreed to allow 6x/year front page of the newspaper.
- e) **AIHEC Session:** Mike discussed the upcoming AIHEC session. There is a request for funding, but Tracy was not aware. She will review the budget and see what the request is.

VII. Executive Session: Council entered Executive Session at 11:01 a.m. and reconvened at 11:27 a.m.

Results from Executive Session:

- a) **HR:**
 - i. **Org. Chart: add Building Maintenance** *Motion made by Joan, seconded by Mike to make a change to the Org. Chart by adding the position of Building Maintenance. All in favor, motion approved.*
 - ii. **Salary Schedule:** Discussion on salary schedule, rates of pay, promotions, and what needs board approval and what the president can approve. Agreed the organizational chart and salary schedule need board approval. *Motion by Nicole, seconded by Mike to put the Building Maintenance position on the pay scale at the rate of \$15.45/hr.*

VIII. Adjournment: *Motion to adjourn made by Michael; Second by Nicole. All in favor, adjourned at 11:30 a.m.*

Minutes submitted by: Patty Schultz

Minutes approved by:  date 12/12/16

